



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
9301 CHAPEK ROAD, FORT BELVOIR, VA 22060-5527

AMCPC

05-24-AMCPC
22 May 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter - Congressional Relations and Contacts – U.S. Army Materiel Command (AMC) Headquarters, Major Subordinate Commands (MSCs) and Installations

1. The intent of this memorandum is to improve communications to better ensure AMC leadership remains informed about Congressional issues and activities by AMC Commanders, MSCs and Installations.
2. While open lines of communication with Congress is encouraged, a growing number of contacts are taking place without informing the chain-of-command. Examples of concern include:
 - a. Discussions on Congressional initiatives with Members of Congress, their Personal/Professional Staffs, or Defense Committees without prior coordination.
 - b. Hosting visits by Members and their staffs.
 - c. Inviting Members or their Staffs to speak at functions without prior coordination.
3. All commanders, staff, and subordinate activities are reminded of their responsibility to inform AMC leadership and chains-of-command of Congressional interaction. The enclosed guideline and summary sheet outline processes for interacting with Congress.
4. Any questions or concerns should be referred to G-5, Congressional Activities Team, (703) 806-8010, or DSN 656-8010 or electronically to G5AMCCong@hqamc.army.mil. Request you provide a copy of this Policy Letter to all AMC activities and installations under your Command.

Enclosure

//Signed//
BENJAMIN S. GRIFFIN
General, U.S. Army
Commanding

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U.S. Army Materiel Command (AMC)
Guidelines for Congressional Relations and Contacts

1. Report all Congressional visits to U.S. Army Materiel Command (AMC) installations/agencies to AMC G5, Public Communications Office (AMCPC), within 24 hours of notification of a visit.
2. When the AMC Command Group is scheduled to visit an AMC installation or activity, coordination with G-5 and approval is required before invitations are extended.
3. Any Congressional initiatives must be coordinated through G-5 prior to discussions with Members of Congress, Staffs and Committees. HQDA Office of Legislative Liaison (OCLL) or Army Budget Office Congressional Liaison (SAFM-BUL) will contact Congressional offices and coordinate all meetings on Capitol Hill.
4. Any significant conversations or contact with Members of Congress, Personal/Professional Staffs or Defense Committees should be reported to G-5 within 24 hours.
5. AMC contractors will not contact Congressional offices on behalf of AMC, or represent AMC as the primary briefer for AMC programs to Congressional offices.
6. Congress and the Army are partners, not adversaries. However, we must present "One Voice" while communicating with Congress. AMC's voice should compliment the Army Congressional Strategy and be consistent with the President's budget and programs.
7. We will remain open, responsive, and informative in our interactions with Congress.
8. We will continue to be proactive with courtesy calls to deliver the Army and AMC story to the Hill. However, coordination will be conducted through the proper chain of command.
9. We must keep Congress informed of plans, actions and difficulties. However, it must be accomplished through the proper chain of command.
10. Any changes affecting the workforce are known immediately at the local level and are often passed on to Congressional offices in Washington (i.e., A-76 CPAS Notification; A-76 Contract Award; Reshape Package Approval by CG, AMC; Contract Awards, recompletions, or terminations; RIF notifications). AMC Headquarters must be informed early in the planning phase to enable developing a Congressional notification strategy. Congress will be notified 24 to 48 hours before the workforce announcement.

11. Do not assume that any call you receive from Department of the Army Congressional Liaison action officers (either OCLL or SAFM-BUL) has been cleared through AMC, MSC Headquarters or other DA Staff agencies. Notify G-5 of any communications within 24 hours.

12. Congressional Liaison offices and officers provide a conduit for the Army and Congress to work together in support of our national security.

15. To enable us to better meet the expectations cited above, each MSC is requested to designate an individual as the Congressional Activities Liaison within your organization. This individual should be of sufficient experience and maturity to deal with often sensitive and complex Congressional issues, and must have the ear of the Commander.

16. Each MSC installation/activity is also requested to designate an individual as the POC for reporting all Congressional activity for that organization.

U. S. ARMY MATERIEL COMMAND (AMC)
SUMMARY OF CONGRESSIONAL RELATIONS, CONTACTS AND RESPONSIBILITIES

1. Many Congressional players are involved in our daily business. These individuals include Congressional Members, Personal/Professional Staffs, Committees, Department of Defense (DOD), Department of the Army (DA), the U.S. Army Materiel Command (AMC), private industry, academia, other Services, and AMC Major Subordinate Commands (MSCs) and installations and agencies.
2. Army Congressional activities are centralized in HQDA, Office of the Chief of Legislative Liaison (OCLL) [*Primary focus Defense Authorization Committees, and oversight Committees*]. OCLL is the sole directive agent for policy and strategy and works directly for the Secretary of the Army. OCLL, along with SAFM-BUL, are responsible for **all** liaisons between the Army and Congressional Members, Staffs and Committees including those actions involving the local installation level. The AMC G-5 is responsible for informing DA-OCLL of AMC Congressional activities.
3. The Army Budget Office Congressional Liaison (SAFM-BUL) interacts with Congressional Appropriations Committees and Members [*Primary Focus Defense and MILCON Appropriations Subcommittees*]. By law, SAFM-BUL is a separate office from DA-OCLL. Its objective is to cooperate fully with Congressional committees and its staffs, provide timely information on Army programs and operations, and maintain awareness of committee interest initiatives.
4. The G-5's mission is to serve as the principal point of contact to the AMC Commanding General on AMC matters of concern to Members of Congress, Personal/Professional Staffs, and Committees, and provide assistance to the AMC staff and MSCs as needed.
5. The roles and responsibilities of the G-5, AMC Public Communications Office (AMCPC) include the following:
 - Maintain liaison with the Department of the Army and other Congressional liaison offices
 - Provide Congressional consultation
 - Perform required Congressional actions for the AMC Commanding General
 - Provide information responses to Members, Staff and Committees
 - Serve as the central clearinghouse for Congressional actions for the Command to ensure policy and strategy are carried out
 - Provide assistance to subordinate commands
 - Maintain current information on legislation and Congressional actions such as hearings, investigations, and contacts.
6. The MSC responsibilities include the following:

- Coordinate through proper channels all legislation and funding proposals to Members of Congress and Staffs
- Notify G-5 anytime that a GO/SES visits the Washington Area. Calendar time should include a visit to the local Member of Congress and Staff, or in support of an AMC legislative issue. A congressional liaison from OCLL or SAFM-BUL, and AMC G-5 will escort the GO/SES to Capitol Hill
- Submit an AAR, short summary (to include any due-outs), to AMC G-5 following any congressional visit to an AMC site.
- At a minimum, an MSC should provide a yearly update to the local delegation on the status of the MSC. Maintain good relationships with local officials, Members of Congress and their Staffs
- Keep higher headquarters informed of all visits and items of Congressional interest
- Maintain flow of routine information and responses to Congressional inquiries
- Clear nonroutine information in response to Congressional inquiries with G-5
- Cooperate with Congressional investigations in coordination with G-5
- Respond promptly and provide documentation, witnesses and information when required and prepare to testify before Congressional committees as requested
- Coordinate all proposed written replies to congressional inquiry about issues of potential national impact with the G-5.
- Submit a courtesy copy of all other congressional inquiry and the reply to G-5 when completed.

7. The published Congressional relations and contact guidance is covered in Army Regulation (AR) 1-20, Legislative Liaison; the Congressional Responsibilities, Standing Operating Procedures.

8. Increasing sensitivity about issues facing the Command requires careful coordination and timely, accurate information to the Congressional offices monitoring these rapidly changing events. It is intended that you be afforded maximum flexibility in responding to Congressional concerns. Direct contact between installations and local Congressional offices concerning, localized, narrowly scoped issues is encouraged.

9. The Department of the Army and AMC conducts an annual program for proposing legislation and funding through appropriate channels to DOD and to the Office of Management and Budget. Any other method of proposing legislation or funding is inappropriate. (i.e., direct requests for proposed legislation or funding to Members of Congress or Staff without coordination/approval by AMC Headquarters).

10. Routine vs. Nonroutine Actions. Routine actions include direct inquiries on routine topics and common constituent inquiries. Nonroutine actions include inquiries tasked by AMC, the Army, or the Office of the Secretary of Defense (OSD); Congressional visits to installations and courtesy calls on Capitol Hill; and any issues involving Base Realignment and Closure (BRAC), reductions in force (RIFs), changes in workloading, major contract awards, protests, litigation issues, program funding levels or any issues of potential national impact.

BOTTOM LINE: Communication with Congress must support the President's budget and executive orders; be consistent with DA, DOD policy; support the Army and AMC legislative issues, and demonstrate a common thread of priorities and direction; and be professional, expeditious, thorough and responsive. Communication must not be influenced by personal opinion (unless specifically requested); imply a request for additional support or funds; criticize decisions of higher level offices; or attempt to give explanations outside your area of expertise.